



Robert S. Peters  
Secretary

COMMONWEALTH OF KENTUCKY  
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PERSONNEL MEMO 96-9

**MEMORANDUM**

**TO:** Cabinet Secretaries  
Agency Heads  
Personnel Executives

**FROM:** Robert S. Peters  
Secretary

**SUBJECT: Revised Blood Donation Policy**

In an effort to achieve consistency and to encourage employees statewide to donate blood, the Blood Donation Policy has been revised. Please notify all employees in your agency of this policy.

While the Personnel Cabinet will continue to announce state-sponsored blood drives, state employees are now permitted to donate blood at any licensed blood center certified by the Food and Drug Administration.

Employees who wish to donate blood are required to obtain prior approval from their supervisor. Blood leave may only be granted during the employee's regular work hours, **not including the employee's lunch hour**. Employees who donate are allowed four hours of leave time to cover the time of the actual donation and recovery time. This leave must be taken at the time of donation, **unless the employee is required by his supervisor to return to work following the donation**. If this return to work is required, the unused portion of the four hours (that is, the time remaining after the donation is completed) will be credited as compensatory time.

Employees deferred from donating shall not be charged for the time used in attempting to donate, but will not receive the four hours leave time as those who donate.

Employees are required to submit verification to their supervisor of blood donation or deferral. In no case shall an employee receive blood donation leave or compensatory leave for blood donations which occur outside of the employee's normally scheduled work time, such as in the evening or on a weekend.

Questions relating to this policy should be addressed to Bill Smith, Personnel Cabinet, Department for Employee Relations, at (502) 564-7911.

RSP/JMW:bjw